



Commercial Building Permit Application Submittal Requirements

Read these requirements completely before completing your application. The following items are **required** and shall be submitted to the building department when applying for a permit. If you have questions, contact the department for guidance.

1. **Application:** Make sure you have the proper type of permit application (i.e. residential or commercial) and that it is filled out completely. All applicable portions of the form must be completed. Any application determined to be incomplete may be returned to the applicant with a request for more information.
2. **Plans:** All plans must be stamped by a Structural Engineer licensed in the state of Idaho. Include an electronic copy with your emailed application documents. A full size, printed copy (24" x 36") may also be required. You will be notified if this is necessary. See the attached list for a complete summary of requirements for plans.
3. **Proof of Ownership:** A copy of either the Warranty Deed or Quit Claim Deed must be submitted with your application.
4. **Letter of Authorization:** If the owner has not signed the application, you must have a Letter of Authorization. This form can be found on the last page of the application packet.
5. **Septic or Sewer Permit:** A copy of the septic permit issued by Eastern Idaho Public Health Department or a copy of a permit or approval to connect to a city sewer/water system (from the city of Driggs, Victor or Teton) must be submitted to the Building Department in order for a building permit to be approved.
6. **Scenic Corridor and/or Conditional Use Permit:** Provide a copy of your approved and signed permits from the Planning Department for any Scenic Corridor or Conditional Use Permit as required by the county regulations.

Commercial Building Plans Requirements

The following are required. All plans shall contain the listed specifications, drawings and details:

1. Complete (signed and sealed by the appropriate design professional, per the currently adopted IBC) architectural plans, structural plans, plumbing plans, fire sprinkler plans and electrical plans. Cover sheet of plans should summarize the project showing square footage of each floor and total square footage of proposed structure, size of property, site design, construction type and occupancy type. For residential type occupancies, the total number of sleeping units and number of accessible units, Type A units and/or Type B units, and applicable codes shall be noted.
 - Architectural and structural drawings shall be drawn to scale of 1/4" = 1'
2. A site plan that includes all of the following information:
 - Entire property - with dimensions of boundaries and North arrow.
 - Location and size (including height) of existing and proposed structures or additions, including porches, balconies, decks, eave overhangs, and chimneys.
 - Show distances of proposed structures or additions from property lines, easements or rights of way, creeks, streams, rivers, ditches, and ponds. This information must match the information on your completed application.
 - Names of adjacent streets, roads, and highways.
 - Locations of driveways, access and parking areas. Note: New driveways entering onto State and County roads require an access permit which shall be attached to the application.
 - Grade lines for slopes greater than 5% shall be shown on the site plan.
 - Proposed and or existing location of wells, septic tank(s) and leach field(s) if applicable. Also indicate the locations of wells, septic tanks, and/or leach fields on adjacent properties if within 100 feet of your property.
 - Location of any wetlands, designated flood hazards etc. on your property. (Presence of either may require additional permitting through the Teton County Planning Department, the Army Corps of Engineers or FEMA.)
 - Location, height, & description of exterior light fixtures must be shown and comply with the Teton County Zoning Ordinance Outdoor Lighting requirements.
 - Location, and height of any proposed signs.
 - Location of any recreational facilities (i.e., pools, tennis courts, parks etc.)
 - Site plan and above elements should be drawn to an acceptable engineering scale.
3. Plans for commercial projects shall be printed large enough, when required, that all information is legible but shall not exceed 24"x36". Plans shall include:
 - Description of uses and the proposed use group(s) for all portions of the building. Architect shall indicate the design approach for mixed uses as applicable
 - Proposed type of construction of the building.
 - Fully dimensioned drawings to determine areas and building height.
 - An egress plan that includes the occupant loads of each room for each floor and the cumulative occupant loads at each exit. Show exit arrangement and sizes, corridors, doors, stairs, etc.
 - Locations of exit signs and means of egress lighting, including power supply.

- Accessibility scoping provisions, show detailed accessible routes, exits, ramps, parking signage, etc.
 - Description and details of proposed special occupancies such as a covered mall, high rise buildings, mezzanine, atrium, public parking garage, etc.
 - Adequate details to evaluate fire resistive construction requirements, including data substantiating required ratings.
 - Details of plastic, insulation, and safety glazing installation.
 - Details of required fire protection systems.
4. Structural plans specifications, and engineering details shall include:
- Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
 - Signed and sealed structural design calculations which support the member sizes on the drawings.
 - Local design load criteria, including: frost depth; live loads; snow loads; wind loads; earthquake design data; other special loads.
 - Details of foundations and superstructure.
 - Engineer shall specify and provide details for any Special Inspections required for project
 - Applicable construction standards and material specifications (i.e. masonry, concrete, wood, steel, etc.)
5. Mechanical plan requirements:
- Complete signed and sealed plans and specifications of all heating, ventilating, and air conditioning work. (Unless otherwise approved by the Building Official)
 - Complete information on all the mechanical equipment and materials including listing, labeling, installation and compliance with specified quality control standards.
 - Details on the HVAC equipment including the equipment capacity (Btu/h input), controls equipment location, access, and clearances.
 - Show location of all outdoor air intakes with respect to sources of contaminants.
 - Duct construction and installation methods, flame spread/smoke development rated materials, flexible air duct connector listing and duct support spacing.
 - Condensate disposal, routing of piping and auxiliary and secondary drain systems.
 - Required exhaust systems, routing of ducts and termination to the exterior.
 - Complete details of all type I and II kitchen hoods, grease duct construction and velocity, clearance to combustibles and fire suppression system.
 - Details of all duct penetrations through fire resistant assemblies including shaft, fire dampers and/or smoke damper locations.
 - Method of supplying combustion air to all fuel fired appliances, the location and size of openings and criteria used to size openings.
 - Details on venting the products of combustion from all fuel burning appliances including the type of vent system, the sizing criteria required for the type of vent and routing of the vent.
 - Boiler and water heater equipment and piping details including safety controls and distributing piping layout.
 - Details on the type of refrigerant, calculations indicating the quantity of refrigerant and refrigerant piping material and type of connections.
 - Complete details on gas piping system including materials, installation, valves locations, sizing criteria and calculations (i.e., the longest run of piping, the pressure/pressure drop).
6. Plumbing plan requirements
- Contact the Idaho Division of Building Safety- Plumbing Bureau for plan requirements. www.dbs.idaho.gov
 - Show basis for the number of plumbing fixtures provided including occupant load, use group and fixture rate from the plumbing code.
 - Complete dimensions for bathrooms, the location of plumbing fixtures, accessibility requirements, and wall and floor finishes.
 - Show locations of required drinking fountains, including elevations of all fixtures showing height above floors, hand bar location, size, mounting, backing in walls, knee and toe clearance, turning space, reach ranges, etc.
 - Complete details of the method of draining storm water from the roof including calculations to verify pipe and/or gutter sizes, the location of all roof drains and the roof area that each group of roof drains is intended to serve and an independent secondary roof drainage system.
7. Sprinkler plan requirements
- Provide complete signed and sealed plans and specifications for the sprinkler system and related equipment.
 - Description and locations of uses within the building.
 - Design details in accordance with the appropriate reference standard (i.e. NFPA 13, 13D, 13R) as referenced by the currently adopted International Building Code.
 - Design calculations indicating the discharge requirements of the system with evaluation of the arrangement and source of the water supply.
 - Existing Buildings - Results of the current flow test indicating the location and date of the test.

- Working drawings indicating all pipe sizes and the spacing between branch lines and sprinklers on the branch line.
 - Material specifications and equipment specifications. Verification that all materials used are installed in accordance with their listing(s).A
8. Accessibility plan requirements:
- Complete signed and sealed architectural/engineering plans and material specifications of all work. Details and plans drawn to scale with sufficient clarity, details and dimensions to show the nature and extent of the work proposed.
 - A complete site plan. See the requirements in item 2 above.
 - Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances.
 - Architectural plans and specifications to include:
 - Adequate details and dimensions to evaluate the accessible route to areas required to be accessible; including corridors, doors, protruding objects, maneuvering clearances, clear floor space at fixtures and controls, etc.
 - Accessibility provisions including but not limited to access to services, eating, listening systems, accessible fixtures, elevators, work surfaces, etc.
 - In residential occupancies, indicate which units are accessible, Type A and/or Type B. Indicate requirements for each type.
 - Tactile signage provided.
 - Details of required fire protection systems.
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Note: The Accessibility Review will cover the scope of requirements in chapter 11 of the International Building Code and other accessibility related requirements main streamed throughout the applicable building code. Technical requirements covered will be based on the applicable edition of *ICC/ANSI A117.1-2003 Accessible and Usable Buildings and Facilities*. Any federal accessibility provisions, laws or regulations are beyond the scope of this review.

9. Energy Conservation Compliance Requirements

- Building shall comply with the currently adopted edition of the International Energy Conservation Code (IECC).
- Building envelope shall comply with the minimum standards of Section 502 Prescriptive in accordance with Table 502.2(1). (Zone 6)
- Compliance can be verified by using COMcheck. This program can be down loaded free of charge by visiting www.energycodes.gov . Complete an analysis of the building and submit it with this application.
- All mandatory requirements of Chapter 5 of the IECC must be met and shown in detail on submitted plans and documents. (i.e. for the building envelope, lighting, air sealing, HVAC systems efficiency requirements, etc.)